

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004420
Grade 18**

PLANNING ASSISTANT

DEFINITION OF CLASS:

This is paraprofessional work in a planning specialization such as community development, economic development, environmental planning, land use or transportation planning. Contacts include applicants for various County programs/services to determine eligibility; developers and contractors to explain program, collect documentation, schedule work, discuss invoices and payments, and resolve client problems; real estate agents to locate replacement housing for displaced persons or establish/negotiate resale price of housing units; and department staff to facilitate planning activities/services. Employees in this class provide personal assistance to applicants for planning-related programs on demand and on an on-going basis. The nature of the assistance involves providing applications to interested County residents, explaining procedures, collecting financial documentation, and determining applicant eligibility.

An employee in this class carries out assignments in support of a specific planning area. The work requires analysis of factual material and financial documentation, and the interpretation of program regulations to determine applicant eligibility for benefits and services under County planning programs.

This includes evaluating applications for weatherization or residential rehabilitation loans; calculating pricing of Moderately Priced Dwelling Units (MPDUs) for resale and reviewing sales/rental agreements to assure compliance with affordable housing program requirements; or the processing of license applications under the Landlord-Tenant Affairs Program. The supervisor establishes priorities and deadlines, and the employee independently plans and carries out assignments in accordance with established policies, referring only unusual situations to the supervisor. The work is reviewed for technical soundness and for conformity to assignment objectives. Available guidelines, including Federal, State and County regulations and procedures, are not completely applicable to the work and require interpretation and adaptation on the part of the employee in modifying procedures or adopting different approaches to non-standard situations. The complexity of the work is characterized by the existence of conditions and elements that must be identified and analyzed in order to render an appropriate decision, such as in the case of calculating the value of improvements to MPDUs. The work is further complicated by the existence of incomplete or conflicting data which must be reconciled, as demonstrated by the task of establishing program eligibility based on incomplete applicant documentation. The work involves resolving a variety of standard problems or situations in accordance with established criteria, and impacts the operation of segments of a planning program. The majority of the work is sedentary, performed in a normal office environment, and is not generally associated with any unusual hazards or physical demands.

EXAMPLES OF DUTIES: (Illustrative Only)

- Explains affordable housing program requirements and procedures to applicants, developers, leasing agents, and staff from other governmental agencies.

- Collects loan, financial, and other related documentation from program applicants and coordinates application processing through loan settlement.
- Determines eligibility of applicants for income eligible housing and rehabilitation programs.
- Conducts inspections of MPDU residences to appraise individual home improvements by measuring, describing, and assessing the value of the improvements.
- Receives and reviews weatherization and rehabilitation applications for completeness and financial documentation under various Federal, State and County programs to determine applicant eligibility.
- Confers with realtors, landlords and other agencies to gather information on replacement housing for relocation purposes, and for licensing purposes.
- Conducting rental facility surveys and compiling statistics.
- Calculates prices of housing units and reviews sales or rental contractual agreements to assure compliance with MPDU program requirements.
- Conducts parking studies and field investigations related to parking facility usage, operational characteristics, parking layout and meter installations.
- Prepares traffic orders for traffic/parking control devices and arranges for installation and removal of same.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standard operating procedures used in a planning specialization appropriate to the assignment of the position.
- Knowledge of the Federal, State and/or County regulations affecting the assigned area of specialization.
- Ability to gather data and compile statistical reports.
- Ability to apply eligibility requirements accurately and consistently.
- Ability to communicate effectively both orally and in writing.
- Ability to deal tactfully, effectively, and equitably with people.
- Ability to attend meetings or perform work assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Considerable (four (4) years) experience performing support work for a planning specialization appropriate to the assignment of the position.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: January, 1969

Revised: November, 1970
April, 1977
August, 1987
August, 1995 (M)
April, 2010
August, 2013
October, 2014